

**FY2020 BUDGET
General Fund
Timeline – August 20, 2018**

2019/2020 Schedule	Task
October 1 – October 26	Department Heads develop FY20 budget requests.
Friday, October 26	FY19 budget requests submitted to Town Manager.
October 29 – November 16	Town Manager reviews requests with Department Heads.
Thursday, November 8	Infrastructure Committee Finalizes Recommendation on Capital Budget
Tuesday, November 13 Regular Selectboard Meeting	-Infrastructure Committee Reports on Capital Budget Recommendation -Report on FY19 Year-to-Date Budget Results as of October 31, 2018
Wednesday, November 21	First Draft of FY20 budget posted on website & distributed to Selectboard.
Tuesday, November 27 Regular Selectboard Meeting	<ul style="list-style-type: none"> ▪ Brief overview of budget in preparation for detailed reviews in December. ▪ Presentation will include a summary of preliminary “major drivers” for FY20 (“major drivers” are changes in revenue and expense items known or anticipated in the coming fiscal year)
Tuesday, December 11 & Tuesday 18 Regular Selectboard Meetings	<ul style="list-style-type: none"> ▪ December 11: Detailed Review of Non-Profit Agencies; General Administration & Library. FY19 year-to-date budget report as of November 30 also presented. ▪ December 18: Detailed review of Operation Budgets with Selectboard continues: Public Safety, Public Works & Recreation. Finalize budget for Public Hearing at the Board’s regularly-scheduled meeting on January 9. (At least 7-day notice required).
Tuesday, January 8 Regular Selectboard Meeting	Selectboard conducts Public Hearing on FY20 Budget. Public hearing must be 40 days before Town Meeting. (January 24 th is 40 days before Town Meeting).
Thursday, January 17 (Statutory deadline for petitions)	47 days before Town Meeting. Last day to file petitions signed by at least five percent of voters with Town Clerk for articles on Town Meeting Warning.
Tuesday, January 22 Regular Selectboard Meeting	Selectboard finalizes FY20 budget & signs warrant for Town Meeting.
Monday, January 28	Deadline for nomination petitions for elected office (the 6 th Monday prior to the election)
Monday, January 28 and Thursday, January 31	Post & Publish Availability of Annual Report (24 V.S.A § 1682) - Annual Reports available by request February 19

Sunday, February 3 (Statutory deadline for posting)	Last Day to Post Town Meeting Warning (at least 30 days before Town Meeting). Post in five places, as required by statute for bond votes (24 VSA § 1756).
Monday, February 11 Monday, February 18 Monday, February 25	Publish Town Meeting Warning. Schedule reflects increased publication of Warning to meet requirements set by statute for bond votes (24 VSA § 1756). "...notice of such meeting to be published in a newspaper of known circulation in such a municipality once a week for three consecutive weeks on the same day of the week, the last publication to be not less than five nor more than ten days before such meeting."
Monday, February 11, and Thursday, February 14	Publish estimated tax rate for Town and Schools as required by Charter
Friday, February 15	Mail Postcards with Notice of Availability of Annual Report & Reminder of Town Meeting
Tuesday, February 19	Annual Report Available Upon Request
Monday, February 25 or Wednesday, February 27 Special Selectboard Meeting	Selectboard conducts final review of FY20 budget in preparation for Town Meeting. <i>The Board re-scheduled its last meeting in February 2018 to Wednesday and its last meeting in February 2017 to Monday so that Board members could attend the ACSD annual meeting, which is the last Tuesday in February.</i>
Monday, March 4	Town Meeting
Tuesday, March 5	Annual Election